



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

June 24, 2019

Closing Date: July 3, 2019

(Position will close from date of listing or until filled.

Application review will begin on July 5, 2019).

Title: SCHOOL BUS TRANSPORTATION INSPECTOR

Position Number: 2213-3904

Grade: GS05

Division of Public School Academic Facilities and Transportation

DUTIES:

The School Bus Transportation Inspector will be responsible for inspecting Arkansas school system bus fleets and transportation operations to ensure compliance. State and federal laws and agency/institution policy govern this position.

Duties and responsibilities: the School Bus Transportation Inspector inspects school buses for conformance with safety rules and regulations. Checks all functional parts of buses involving safety and performance, checks if all safety equipment is present, maintains records of inspections, and makes necessary reports. Informs school officials of action required to secure compliance with regulations. Provides instruction to transportation supervisors and mechanics; communicates with superintendents, transportation supervisors, and mechanics to ensure compliance with state and federal laws, and writes recommendations for new documents and revision to existing documents, such as school bus specifications. Reads and reviews information on existing laws, policies, procedures, reports, and records, using oral and written instruction from unit, division, or department officials and source documents. Attends meetings, workshops, seminars, in-services, conferences, and classes to obtain information. Performs other duties as assigned. This position will be located and serve the school districts in Northeast Arkansas.

PREFERRED QUALIFICATIONS:

The formal education equivalent of a high school diploma, plus a valid commercial driver's license, and an acceptable driving record through the State Department of Motor Vehicles; plus six (6) years of experience in vehicle maintenance, transportation, and inspection or a related field. Knowledge of safety rules and practices related to bus transportation operations, inspection procedures and techniques and strong working knowledge of Microsoft products and computers. Ability to conduct inspections. Ability to interpret laws, rules, regulations, and policies that impact pupil transportation programs. Ability to gather data, maintain records and prepare reports. Ability to communicate verbally and in writing with diverse individuals and groups.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be complete. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a high school diploma; plus five years of experience in vehicle maintenance, transportation, and inspection or a related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Arkansas commercial driver's license (CDL) and an acceptable driving record through the Department of Finance and Administration – Office of Motor Vehicles. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.